

Office of the Provost  
Faculty Search and Hiring Procedures

The Faculty Search and Hiring Procedures outlined in this document are intended to provide guidance in searches for tenure-earning, tenured, and non-tenure-track faculty.

## I. Exemptions

Vacancies that are exempt from the *PeopleAdmin* recruitment process are:

- A. Positions funded from contracts and grants when the proposed employee is:
  - a. Specifically identified by name in the contract; or
  - b. The position is available because a contract or grant is terminated and the position has the same duties under the re-established contract or grant.

*Please see the FAU Division of Research website for information on recommendations for faculty research appointments.*

- B. Postdoctoral or other research positions where the prospective employee has special expertise and the appointment is for a limited time period.

*As above, please visit the Division of Research website for information on research appointments.*

- C. Positions to be filled by persons who have been laid off and who have recall rights.
- D. Positions of 0.5 or less FTE.
- E. Positions to be filled as visiting appointments if the appointment is not expected to extend beyond one year.
- F. Positions to be filled on an acting, temporary, or emergency basis for one year or less.
- G. Adjunct positions.
- H. Positions to be filled in settlement of litigation, grievance or arbitration.
- I. Positions to be filled according to a university or college internal appointment process (i.e. acting or interim appointments; chair/director or associate dean, assistant/associate provost appointments)
- J. Positions in which posting and/or search committee is waived in accordance with FAU's Personnel Policy (7.5 Personnel).

*Please refer to the Request for Waiver Advertisement policy of the Office of Equity, Inclusion and Compliance for other exemptions/waivers.*

## II. Advertising and Posting

- A. The dean secures approval to recruit from the Provost.
- B. The dean authorizes the department chair/school director to begin recruitment process.
- C. The department chair/school director initiates the selection of a search committee.
  - a. Select a search committee and search committee chairperson, assuring diverse representation. College/department/school bylaws regarding recruitment and hiring should be followed, if applicable.
- D. The department/school or the search committee determines position details:
  - a. Agree upon a position description, job qualifications and credentialing requirements for the position. These need to be reviewed and approved by the chair/director and the dean.
  - b. Agree upon minimum qualifying criteria for the posting. Posting specific questions in *PeopleAdmin* (i.e. Do you have a master's degree?) may help reduce the number of applicants that do not have the minimum qualifications.
  - c. Develop a qualifications grid for applicant's qualifications to be documented for review.

Candidate's Name	Degree Info	Teaching Experience	Research/Creative Activity	Area of Specialization	Current Position	Other	Strengths and Weaknesses

- d. The search committee chairperson represents the department/school as manager of the recruitment and selection process. The search committee acts as a fact-finding and advisory group to assist the hiring authority in providing recommendations for applicant selection.
- E. Begin the recruitment process by logging into *Workday* and completing the *Create Position* process, if needed. If the position already exists, the details may be edited by using the *Edit Position Restrictions* process.
- F. After the position is established or the edits are approved (if required), complete the Create Job Requisition process in *Workday* and route for approvals.
  - a. The approved Request for Faculty Search memo must be attached to the job requisition before submitting for approval.
  - b. Use today's date as the availability date.

- c. For regular assignments, select Regular as the worker sub-type.
  - d. For visiting assignments, select Regular End Date as the worker sub-type and enter an end date.
- G. When the job requisition is approved, log into *PeopleAdmin* and create a faculty position. Include the official classification title, approved position number, and search committee. Submit the posting to EIC (Office of Equity, Inclusion and Compliance). When the search committee is approved, the posting will be routed to HR.

NOTE: The job requisition will have all of the necessary electronic approvals so the *PeopleAdmin* posting will not need to be routed for any additional approvals.

- H. Recruitment Services will work with the College to post the position for applications on *PeopleAdmin*.
- I. Requests for external advertising can be submitted through the posting request on *PeopleAdmin*. The Human Resources' Recruitment Services Office will assist with obtaining quotes. The University encourages advertising in on-line publications and publications that enhance diversity:
- a. The Chronicle of Higher Education
  - b. Diverse Issues in Higher Education
  - c. The Hispanic Outlook in Higher Education
  - d. Women in Higher Education
- J. All external advertisements must include the following statements:
- a. FAU is an equal opportunity/affirmative action institution and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veterans status or any other characteristic protected by law. Individuals with disabilities requiring accommodation, please call 561-297-6057, TTY/TDD 1-800-955-8771.
  - b. A background check will be required for the candidate selected for this position.
  - c. All applicants must complete the Faculty, Administrative, Managerial & Professional Position Application available on-line through the Office of Human Resources: <https://jobs.fau.edu> and apply for the currently posted position.
  - d. Transcripts for faculty positions must be an official copy scanned into an electronic format and attached to the application. Degrees from outside the United States must be validated by an organization belonging to the National Association of Credential Evaluation Service (NACES), with an indication of the documents the evaluation was prepared from (official transcripts, diplomas, dissertation abstracts). The evaluation should be scanned and electronically attached to the application. An unofficial transcript

may be used during the hiring process to assure that the prospective faculty member may be credentialed for the courses they are expected to teach. An official transcript sent directly from the institution is required for the Provost's credential file prior to the first day of employment. Similarly, for degrees from outside the United States, the evaluation by an organization belonging to the National Association of Credential Evaluation (NACES), with an indication of the documents the evaluation was prepared from (official transcripts, diplomas, dissertation abstracts) is required for the Provost's credential file prior to the first day of class.

- e. A statement about the degree required for this position. For example, candidates applying for positions at the rank of Associate Professor or above may have the degree required at the time of the application. Candidates applying for positions at the rank of Assistant Professor may have the degree required by the time of the appointment, if they are in the process of completing the terminal degree at the time of the offer. In such cases, course assignments need to be planned in the event the terminal degree is not achieved by the time the appointment commences.
- K. After the faculty position is posted a "Guest User" (GU) account is created. Provide the members of the search committee with the GU number and password. For access go to <https://jobs.fau.edu/hr>.
- L. All employment applications are received through *PeopleAdmin*. Cover letters, curriculum vitae, copies of official transcripts, licenses, certifications of foreign transcript evaluations if applicable, and reference letters or other documents may all be uploaded in the *PeopleAdmin* applicant system. The Recruitment Services Office will assist applicants with uploading required documents, if necessary.

### **III. Interview and Selection Process**

- A. Prior to conducting a search, the hiring unit should contact the Office of Equity, Inclusion and Compliance (EIC) to schedule a training to familiarize themselves with aspects of equal employment and affirmative action in hiring.
- B. Search committee chairperson and search committee members must review all applicant materials according to the qualifications grid appropriate for the position. Return all grids to the search committee chairperson at the completion of discussion.
- C. The search committee chairperson sends a list of applicants recommended for Skype interviews and/or campus visits to the chair/director.
- D. The chair/director and the dean approve candidates for campus visits.
- E. The search committee develops a set of interview questions for all candidates. The Senior Associate General Counsel has materials available about interviewing that should be reviewed prior to candidates being Skyped or invited to campus for interviews.

- F. The search committee chairperson and/or department chair/school director arrange for campus visits of candidates, which may include:
- a. Colloquium with faculty;
  - b. Meetings with individual faculty;
  - c. Classroom teaching;
  - d. Meetings with constituent student/community groups;
  - e. Travel to appropriate campus sites
  - f. Meetings with appropriate campus representatives.
- G. The search committee chair submits a fact-finding report to the department chair/school director, with an assessment of strengths and weaknesses of each qualified candidate.
- H. The chair/director meets with the dean and discusses the committee report. The dean, as the hiring authority, selects the top candidate considering the committee report but may choose from any of the qualified candidates.
- I. The chair/director notifies the Recruitment Services Office of the potential selected candidate to initiate hiring review by Human Resources (confirmation of posted salary range) and EIC. The chair/director or designee will change all applicant statuses, signifying identified candidate with status of "HR/EOP Begin Hiring Review" and enter the proposed starting salary in Salary Information tab in *PeopleAdmin*. The chair/director or designee will send an e-mail, including candidate's name, position number and proposed starting salary to [EMPL@fau.edu](mailto:EMPL@fau.edu) requesting hiring review. When both components are approved, the Recruitment Services Office will notify chair/director or designee to proceed. At this time, Recruitment Services will close the posting if the close date has not yet been reached.

An offer of employment may NOT be extended until approval of the hiring review has been received from Recruitment Services.

- J. Upon approval of the dean, the department chair/school director notifies and enters into negotiations with the selected candidate. All negotiated terms are subject to the approval of the dean. Negotiations are verbal and contingent upon the successful completion of a background check.
- K. Upon verbal acceptance of the offer by the candidate:
- a. Contact the Recruitment Services Office ([EMPL@fau.edu](mailto:EMPL@fau.edu)) to initiate the background check. Recruitment Services will notify the chair/director when the background check is approved.
  - b. The department chair/school director send to the dean:
    - i. Completed Initial Appointment Report for Tenure-Track Faculty or Faculty Being Considered for Tenure upon Appointment;
    - ii. Faculty Tenure Timeline form
    - iii. Transcript (and foreign transcript evaluation if applicable)\*
    - iv. Statement of Credentials form

- v. Faculty Verification of Employment form
  - vi. Curriculum Vitae
- c. The dean sends all the above materials and a draft offer letter to the Vice Provost, Academic Affairs, for approval. Model letters for a diversity of faculty positions are available on the SharePoint drive created for faculty searches and hiring.
  - d. Once approved by the Vice Provost, the dean sends an offer letter and a Faculty Tenure Timelines form to the selected candidate, with a copy to the department chair/school director.
- L. When the selected candidate returns the letter signifying his/her acceptance of the position, the original signed letter and the Faculty Tenure Timeline form, they are forwarded to the Vice Provost to be added to the faculty member's credential file retained in the Office of the Provost.
- M. Log in to *Workday* to finalize the hire. Follow appropriate steps below for new hire/rehire or current employee.
- a. For new hires/rehires:
    - i. *Create Pre-Hire*. Make sure to enter a valid home email address in the Pre-Hire step to ensure onboarding is able to initiate after the Hire process.
    - ii. Complete the *Hire Employee* process and route for approvals. Attach the signed offer letter to the *Hire* before submitting.
    - iii. The *Hire* process needs to be finalized by the Wednesday prior to the following week's start date.
  - b. For current employees:
    - i. If the employee is transferring to a new department/supervisory org: after the employee has given notice to their department, contact the individual's current supervisor or HR Partner to have them initiate the *Change Job* process. When the process routes to the Receiving Supervisor, complete the required information and then route for approvals.
    - ii. If the employee is staying within the same department/supervisory org: Initiate the *Change Job* process and route for approvals.
    - iii. Make sure to attach the signed offer letter to the *Change Job* process before submitting.
  - c. The Vice Provost needs to be notified if the candidate does not accept the offer and must approve any revisions for the original offer before they are made.
  - d. If the potential appointee had immigration issues that need to be addressed prior to the beginning of employment, the college's representative who acts as liaison with the university's immigration law counsel needs to be contacted.
  - e. New faculty members will attend either New Faculty Orientation, generally scheduled shortly before the beginning of the Fall semester, or a regularly scheduled Monday orientation on their first day of employment. The department/school needs to notify

Recruitment Services if a candidate is planning to attend a Monday Orientation. Recruitment will issue an orientation notice to the new employee detailing their first day of employment.

- f. If the search does not end in the selection and acceptance of a suitable candidate for the position, the search needs to be cancelled or extended within the *PeopleAdmin* system. The future of the position must be decided upon by the dean and the provost. To cancel or extend a posting, send e-mail to [EMPL@fau.edu](mailto:EMPL@fau.edu).
- g. Employment application, posting documents, advertisements, and selection records are to be retained for seven anniversary years after the personnel action. *PeopleAdmin* will store all information entered for the period required by law. In certain situations, especially when the new employee is not a U.S. citizen or green card holder, the hiring unit may want to retain originals of any job advertisements in outside publications that appeared in print.